



Agenda Item Report

City Commission - Jun 18 2019

Department

Planning & Development
Services

Staff Contact

Avery Koerner, Jeff Crick,

Recommendations

City Required Notifications

Executive Summary

Mayor Larsen requested a listing of various notifications triggered by the City Code or otherwise practiced by the City relating to planning and development services functions and street and utility infrastructure projects.

The previously provided excel spreadsheet was found to be difficult to read. Attached is a memo reflecting the notifications triggered for these various projects or processes.

Fiscal Impact

N/A

Action Requested

No action requested.

Previous Agenda Reports:

[June 04, 2019 Agenda Report](#)

Attachments

[Notification Requirement Memo](#)

Memorandum

City of Lawrence/Douglas County

Planning and Development Services

TO: City Commission

FROM: Avery Koerner, Planning Aide

CC: Scott McCullough, Planning & Development Services Director
Jeff Crick, Planning Manager

Date: June 18, 2019

RE: Zoning Application Notification Requirements

The following table provides the notice requirements for the various zoning application types available through Planning and Development Services and common types of projects managed by the Municipal Services and Operations Department.

Application Type	Notice Provided	Reference
Annexation	No notice required.	-
Accessory Dwelling Unit Registration	No notice required.	-
Appeals of Administrative Decisions	<i>Newspaper notice</i> at least 20 days prior to public hearing. <i>Mailed notice</i> (1) to property owners within 400 feet of subject property, radius extended to 1000 feet if subject property abuts City limits, and (2) to Registered Neighborhood Associations whose boundaries include or are contiguous to subject property.	City Code 20-1301(q)
Certificate of Appropriateness	No notice required.	-
Comprehensive Plan Amendment	<i>Newspaper notice</i> at least 20 days prior to public hearing. <i>Mailed notice</i> to affected townships and towns in the county before City Commission and Board of County Commission action.	K.S.A 12-743 K.S.A 17-747
Design Review	No notice required.	-
Floodplain Development Permit	No notice required.	-
Final Development Plan	<i>Mailed notice</i> (1) to property owners within 400 feet of subject property, radius extended to 1000 feet if subject property abuts City limits, and (2) to Registered Neighborhood Associations whose	City Code 20-1301(q)

	boundaries include or are contiguous to subject property.	
Preliminary Development Plan	<i>Newspaper notice</i> at least 20 days prior to public hearing. <i>Mailed notice</i> (1) to property owners within 400 feet of subject property, radius extended to 1000 feet if subject property abuts City limits, and (2) to Registered Neighborhood Associations whose boundaries include or are contiguous to subject property. <i>Posted sign</i> on each street frontage of the subject property for at least 20 days prior to public hearing, meeting, or date of action.	City Code 20-1301(q)
Home Occupation Registration (Type B)	<i>Mailed notice</i> (1) to all Registered Neighborhood Associations whose boundaries include the site and (2) to all property owners within 200 feet of the subject site.	City Code 20-537(9)
Landmark	<i>Newspaper notice</i> , typically 3 weeks prior to meeting. <i>Mailed notice</i> within 10 days of Newspaper notice to (1) all property owners within proposed landmark or historic district (2) all property owners within 250 feet of the boundaries of the proposed landmark or historic district and (3) the Lawrence-Douglas County Metropolitan Planning Commission and all organizations that have submitted a written request to the Administrator within the last year to receive such notices.	City Code 22-404.1
Minor Subdivision (Lot Split, Replat, Lot Line Adjustment)	No notice required.	-
Nonconforming Use Registration	No notice required.	-
Major Subdivision - Preliminary Plat	<i>Mailed notice</i> (1) to property owners within 200 feet of subject property, radius extended to 1000 feet if subject property abuts City limits, and (2) to Registered Neighborhood Associations whose boundaries include or are contiguous to subject property.	City Code 20-802(d)
Major Subdivision - Final Plat	No notice required.	-
Special Event Permit	No notice requirement with the exception of <i>mailed notice</i> to property owners within 1000 feet of Rock Chalk Park.	Ordinance 8833
Minor Site Plan	No notice required.	-

Standard and Major Site Plan	<p><i>Mailed notice</i> (1) to property owners within 400 feet of subject property, radius extended to 1000 feet if subject property abuts City limits, and (2) to Registered Neighborhood Associations whose boundaries include or are contiguous to subject property.</p> <p><i>Posted sign</i> on each street frontage of the subject property for at least 20 days prior to public hearing, meeting, or date of action.</p>	City Code 20-1301(q)
Special Use Permit	<p><i>Newspaper notice</i> at least 20 days prior to public hearing.</p> <p><i>Mailed notice</i> (1) to property owners within 400 feet of subject property, radius extended to 1000 feet if subject property abuts City limits, and (2) to Registered Neighborhood Associations whose boundaries include or are contiguous to subject property.</p> <p><i>Posted sign</i> on each street frontage of the subject property for at least 20 days prior to public hearing, meeting, or date of action.</p>	City Code 20-1301(q)
Variance from Flood Protection Regulations	<p><i>Mailed notice</i> (1) to property owners within 400 feet of subject property, radius extended to 1000 feet if subject property abuts City limits, and (2) to Registered Neighborhood Associations whose boundaries include or are contiguous to subject property.</p>	City Code 20-1301(q)
Sign Variance	No notice required.	-
Text Amendment	<i>Newspaper notice</i> at least 20 days prior to public hearing.	City Code 20-1301(q)
Zoning Map Amendment (Rezoning)	<p><i>Newspaper notice</i> at least 20 days prior to public hearing.</p> <p><i>Mailed notice</i> (1) to property owners within 400 feet of subject property, radius extended to 1000 feet if subject property abuts City limits, and (2) to Registered Neighborhood Associations whose boundaries include or are contiguous to subject property.</p> <p><i>Posted sign</i> on each street frontage of the subject property for at least 20 days prior to public hearing, meeting, or date of action.</p>	City Code 20-1301(q)
Zoning Variances	<p><i>Newspaper notice</i> at least 20 days prior to public hearing.</p> <p><i>Mailed notice</i> (1) to property owners within 400 feet of subject property, radius extended to 1000 feet if subject property abuts City limits, and (2) to Registered Neighborhood Associations whose boundaries include or are contiguous to subject property.</p>	City Code 20-1301(q)

Cluster Development in UGA	<i>Mailed notice</i> to property owners within ¼ mile of the subject property.	City Code 20-804(e)
Dedication or Vacation of Public Right of Way or Easement	<i>Mailed notice</i> (1) to property owners within 200 feet of subject property, radius extended to 1000 feet if subject property is located in Unincorporated Areas or abuts City limits, and (2) to Registered Neighborhood Associations whose boundaries include or are contiguous to subject property.	City Code 20-802(d)
Certificate of Survey (rural)	No notice required.	-
Certificate of Survey Appeals	<i>Mailed notice</i> to property owners within 1/4 mile of subject property, 15 days prior to public hearing.	City Code 20-807(i)
In-house construction or maintenance of a public improvement in a neighborhood longer than a day	Project fact sheet in a door hanger envelope describing the work and contact information for the crew leader or supervisor	Notice is courtesy – no requirement in code.
Watermain break or planned leak repair	Knock on doors for emergency notification of no water. Door hanger with water disruption date and time.	Notice is courtesy – no requirement in code.
Planned maintenance work on a primary traffic route	Press release and message boards placed ahead of the work for notification	Notice is courtesy – no requirement in code.
Emergency on a primary traffic route	Press release	Notice is courtesy – no requirement in code.
Contracted construction work on a public improvement	Public meeting with the affected area is held prior to the start of construction. Project fact sheet in a door hanger envelope describing the work and contact information for the inspector.	Notice is courtesy – no requirement in code.